

Wellspring Philanthropic Fund  
Donor Initiatives & Special Projects Associate  
New York, NY

KOYA

LEADERSHIP  
PARTNERS



## Donor Initiatives & Special Projects Associate

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New York, NY

### About Wellspring Philanthropic Fund

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC. Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential and should be accountable to these ends
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected
- Social justice movements should employ means that are consistent with their ideals and should give agency to the people whose interests they seek to advance
- As responsible stewards, the Wellspring team must strive to maximize the impact of its charitable investments

The Donor Initiatives & Special Projects (DISP) team is a growing, dynamic, and fast-paced team that offer high-quality support to Wellspring's donors' philanthropic interests, and upholds Wellspring's values of commitment to our mission, humility, respect, teamwork and support for each other, and confidentiality.

For more information on Wellspring, please visit [www.wpfund.org](http://www.wpfund.org).

### The Opportunity

Wellspring is seeking a Donor Initiatives & Special Projects Associate to support its dynamic, three-person team. The Associate will report to DISP Director Cecilia Garza Moreno and will provide support on a range of philanthropy-related activities. This is an incredible opportunity for a human rights generalist – someone with a breadth of knowledge in a range of areas, rather than a concentration on only one content area – to leverage their knowledge toward a donor-driven portfolio and a collaborative team.

The Associate's responsibilities fall into three broad categories, each of which is central to the role:

#### Research & Impact Evaluation

- Conduct mapping research and analysis for a diverse, evolving, and dynamic set of portfolios, exploring new potential philanthropic initiatives and programs as needed
- For issue areas identified by the Director and the donors, research outstanding needs, refine philanthropy strategies, develop goals for impact, and identify optimal partners for grantmaking support

- Stay abreast of new developments and trends, providing analysis and synthesizing implications for Wellspring

### Grantee Management & External Relationship-Building

- For selected grants in which the Associate is responsible, and under the Director's supervision, conduct comprehensive due diligence, including monitoring and evaluating grantee performance; recommending new, renewal, and final grants; conducting site visits; and ensuring grantees satisfactorily complete applications and reports
- Prepare written summaries and evaluations of grant proposals
- Manage relationships and maintain regular and responsive communications with all relevant partners
- Ensure a positive experience for the donors through superior customer service, including proactive anticipation of needs, effective communication of projects' progress, and providing accurate, timely resolution of issues when they arise
- Represent Wellspring at conferences and meetings with NGOs, funders, experts, and consults, ensuring follow-up as appropriate

### Administrative & Logistical Support

- Support the development of external reviews and strategic plans for the program; create presentations and written reports for internal learning
- Collaborate with departments across Wellspring to provide coordinated support to the Executive Leadership
- As needed, source and manage outside consultants: develop RFPs, solicit proposals, develop work plans, oversee contracts, and ensure high-quality deliverables
- Effectively manage workflow and processes through communication that is simple, clear, and customized
- Assist the Director and team with planning and coordinating meetings, travel, workshops, and convenings; make logistical arrangements as needed
- Maintain grants database, budget spreadsheets, and grant calendars, and coordinate grant processes for the team

### Candidate Profile

The ideal candidate will understand and value social justice, including racial and gender equity, as an organizational operating principle. They will be committed to learning on issues related to race, gender, equity, diversity, and inclusion. Wellspring seeks a colleague eager to learn, grow, and be part of an enterprise larger than themselves.

**Ideal candidates will possess the following professional and personal knowledge, skills, and characteristics:**

- 3-5 years of experience working in philanthropy, including developing philanthropy strategies and executing a philanthropy portfolio for individual philanthropists
- 3+ years of related social change or human rights experience

- Bachelor's degree or relevant work experience
- Strong orientation for client service; ability to assess and meet the donors' goals and preferences. A passion to serve in a way that demonstrates respect, collaboration, and comradery
- Comfortable working autonomously but also with a broader team in support of the donors. Familiarity with a fast-paced, entrepreneurial environment and a willingness to share in both "big picture" thinking and administrative tasks
- Strong organizational skills and ability to manage complex processes and track multiple projects
- Thrive when working under deadlines, demonstrating strong project, time management skills, and the ability to handle multiple tasks simultaneously without sacrificing attention to detail
- Excellent analytic abilities, research, writing, editing, and communications skills
- Highly interpersonal, with a collaborative approach
- Sound judgment, tact, humility, and discretion required in order to work effectively with a wide range of internal and external stakeholders
- Willingness to travel domestically or internationally on occasion

**In addition, the following experiences are a plus:**

- Work experience in a nonprofit grantmaking environment
- Previous time spent living in a developing country
- Familiarity with social justice fellowships
- Fluency with multiple languages

## **Compensation and Benefits**

The annual salary for this role will be \$65,000-\$75,000, commensurate with qualifications and experience. Wellspring offers a very generous benefits package, including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners, and qualified family members). Wellspring also offers other benefits, including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, up to \$5,250 in annual student loan repayment or college savings assistance for dependents, and is committed to providing transgender-inclusive healthcare.

## **Contact**

Koya Leadership Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Meghan Franklin is leading this search. To make recommendations or to express your interest in this role, please visit this link [here](#) or email [mfranklin@koyapartners.com](mailto:mfranklin@koyapartners.com). All nominations, inquiries, and discussions will be considered strictly confidential.

Wellspring Philanthropic Fund believes it is strengthened by the diversity of its staff, and welcomes such diversity, including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. Wellspring welcomes applications from people of all cultures, backgrounds, and experiences, and strongly encourages people of color and persons with disabilities to apply. Wellspring actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that it seeks to amplify in the larger world.

## About Koya Leadership Partners

Koya Leadership Partners, a member of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Leadership Partners, visit [www.koyapartners.com](http://www.koyapartners.com).